

# Safety, Health & Wellness Committee

Who we are,  
What we do, and  
What we are working on

# Safety & Health Committee

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- Role of the S&H Committee
- Current members of the S&H Committee
- Member Duties
- Safety and Health Manual
- S&H Survey Concerns/Issues
- Current (and on-going) “Hot topics”
- Award Winners

# The Role of the S&H Committee

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- The Animal Care Safety Health and Wellness Committee shall identify and address safety, health and wellness issues within Animal Care, and provide advice and recommendations on such matters to the Deputy Administrator.

# Committee Information

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- The committee consists of nine members.
  - VMO and an ACI/CS representative from each region
  - Collateral Duty Safety and Health Officer (CDSHO) for each region
  - APHIS Safety and Health Council Representative
  - Emergency Programs Liaison
  - AC Headquarters Liaison

# Current Committee Members



# Current Members Cont.

- Jennifer Schmitz – CS (WR) – Committee Chairperson
- John Lopinto – VMO (ER) – Committee Vice Chairperson
- Natalie Cooper – VMO (WR) – Secretary
- Randall Coleman – ACI (ER) – APHIS Council Representative

# Members Cont.

- Susan Kingston – VMO (ER) – CDSHO
- Amy Jirsa-Smith – ACI (WR) – CDSHO
- Elizabeth Taylor – ACI (ER) – Eastern Region Representative
- Kevin Dennison – WR – Emergency Programs Liaison
- Mike Tuck – HQ – Headquarters Liaison

# Member Duties

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## ○ Chairperson

- Arrange meeting dates and agendas
- Preside at Committee meetings
- Submit Committee recommendations to the Deputy Administrator through the Headquarters Committee representative

# Member Duties Cont.

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## ○ Vice Chairperson

- Preside at Committee meetings in the absence of the Chairperson
- Assist the Chairperson in the preparation of the Committee meeting including travel authorization and agenda preparation

# Member Duties Cont.

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## ○ Secretary

- To prepare and distribute Committee meeting minutes to the Deputy Administrator through the Headquarters Committee representative, Committee members, SHEWB, and Regional Directors
- At the request of the Chairperson or Vice-Chairperson, to assist in the planning and recommending of schedules or agendas for meetings

# Member Duties Cont.

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## ○ Committee members

- Seek views of the AC employees with regards to S&H issues/concerns
- Attend S&H and Wellness Committee meetings
- Review and evaluate accident report
- Develop, contribute ideas, and recommend improvements for safety and health
- Recommend Safety, Health, and Wellness training as appropriate

# How often do we meet?

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- Via conference call once a month or more often if needed
- In person once a year

# S&H Manual

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- S&H Manual is located on everyone's computer.
- Document name: "Safety\_Health\_2010"
- If you do not have the document on your computer, please notify a committee member.

# S&H Manual

**Safety Health 2010.pdf - Adobe Acrobat**  
File Edit View Window Help

Create [Icons] Layout Files Search

AC Manual June 2009.pdf Open File

**Safety and Health C...**

**Aphis 65-R GOV Ins...**

**sf91 gov acc report...**

**ca-1.pdf**

**Animal Care**  
USDA APHIS

Animal Care Health and Safety Plan  
(HASP)

*Animal care*  
The Reasons We Care ...

100% 3:26 PM

# S&H Manual Topics

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- Defensive Driver Training
- Government Owned Vehicle/Driving
- Vehicle Inspections
- Obtaining FOH Services
- Respiratory Protection Program
- Occupational Noise Exposure
- Tuberculosis/Tetanus/Rabies/Q  
Fever/Herpes B-Virus/Other Pathogens

# Manual Topics Cont.

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- Chemical Exposure
- Physical Hazards
- Animal Allergies
- Work Related Injury and Illness
- Work Place Violence
- Employee Assistance/Wellness Program

# Defensive Driving

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- All employees, upon hiring, are required to take a defensive driving course in order to drive a GOV.
- Thereafter, a 4 hour refresher course is required which is currently offered on AgLearn.

# Drive Defensively!



# AD-651 – Accident Reporting Kit

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- SF91 – GOV Accident Report
- CA-1 – Notice of Traumatic Injury
- CA-2 – Notice of Occupational Disease
- SF94 – Statement of Witness
- SF95 – Claim for Damage, Injury, or Death
- AD112 – Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property
- APHIS-75 – Self-insured Information

# Workman's Compensation Kit

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- CA-10 – What to do when injured at work
- CA-1 – Notice of Traumatic Injury
- CA-2 – Notice of Occupational Disease
- CA-16 – Authorization for Examination and/or treatment

# Injuries on the job

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- If you are injured on the job there are a number of things that need to be done by the employee
  - Refer to the CA-10 in our manual.
  - Contact your supervisor and let them know ASAP
  - For injuries requiring medical treatment, a CA-16 should be filled out.
  - For traumatic injuries, complete a CA-1
  - For occupational diseases, complete a CA-2

# Other Exhibits

- Occupational Safety and Health Checklist
- APHIS 65-R – GOV Inspection
- FOH-22 – Respiratory Medical Questionnaire
- APHIS Form 29 – Occupational Medical Monitoring Program Occupational Exposures
- AC Respiratory Protection Program

# S&H Projects

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- Safety and Health Tip of the Week
  - Each member providing tips weekly
  - Promote safety through reminders
  - Suggestions for tips, contact a committee member

# S&H Webinars

## ○ Safety and Health Webinars

- First webinar
- Provide information on safety issues and concerns
- Be more available
- Suggested topics, contact the committee.

# Projects Cont.

## ○ Wellness Initiative

- What is it?
  - An initiative to address issues relating to compassion fatigue, burnout, and other issues affecting employees
- Work in progress
  - EEO and Safety and Health Committees along with Catherine Cole (training specialist) are developing a plan for the initiative

# Projects Cont.

## ○ Situational Awareness Training

- Being observant and aware of surroundings is extremely important.
- We are looking into getting training to help better prepare each of us on the job.
- Hopefully more information to come in the future.....stay tuned.

# Know your surroundings



# Survey Results and Concerns

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- Concerns from the S&H Survey included:
  - Use of ladders during inspections
  - Close proximity to dangerous animals
  - Use of law enforcement for inspections
  - GOVs

# Ladder Use During Inspections

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- Ladders/step stools during inspections.
- Licensees responsibility
- If they can not do this, a citation under 2.126 – “Access and Inspection of Records and Property” – may be documented.
- When using the ladders, be safe and follow proper ladder usage (as described in our ladder safety tip of the week).

# Ramp Ladder



# Bucket Ladder



# Proximity to Dangerous Animals

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- All inspectors need to be aware of the location of dangerous animals at all times.
- Be cautious when inspecting animals in close quarters including but not limited to primate houses, narrow hallways, and catwalks.

# Being aware



# Big Cat Enclosures

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- If you are required to measure a big cat enclosure, please ensure the cats are not on the other side of the fence you are measuring and you can do it in a safe manner.
- Specialist Laurie Gauge has drafted new guidance on big cat safety that is currently under internal review.
- If you need any additional guidance on big cat safety, contact your SACs.

# Measuring Fences



# Measuring Fences...or not!



# Estimating Fences



# Security During Inspections

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- Law enforcement accompaniment during inspections is available.
- If you have concerns about security, talk with your SACS and please contact the appropriate security official
  - Western Region – Chad Olms
    - [Chadwick.M.Olms@aphis.usda.gov](mailto:Chadwick.M.Olms@aphis.usda.gov)
  - Eastern Region – Christian Lee
    - [Christian.H.Lee@aphis.usda.gov](mailto:Christian.H.Lee@aphis.usda.gov)

# GOVs

- Back/leg pain from the GOVs
- Any issues with GOVs, contact:
  - Amy Jirsa-Smith (CDSHO) - Western Region
  - Susan Kingston (CDSHO) - Eastern Region
- Documenting issues
- Providing help from Ergonomic Specialist

# Current Hot Topics & Reminders

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- ◉ Selling GOVs
- ◉ Fit Testing
- ◉ FOH
- ◉ Roadside Assistance

# Selling GOVs

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- Approval for new vehicles
- Selling old vehicles
- Follow protocol provided from RO
- Parking GOV away from ODS or at GSA site is highly encouraged.

# Fit Testing



# Fit Testing Cont.

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- Medical Clearance and Fit Testing a headache!
- Hoping to streamline the process
- Safety committee may be more involved

- Again, headaches all around!
- By getting involved in medical clearance and fit testing, we will be able to document any problems that may arise

# Roadside Assistance

- Vehicle VISA Card
- The number to call is:
  - 1-800-VISA TOW (1-800-847-2869)
- Information to provide to Dispatch Operator includes:
  - What you need
  - Where you are
  - Number you are calling from

# Roadside Assistance Cont.

## ○ Services include:

- Towing (up to 5 miles included)
- Tire change
- Jump Starting
- Lockout Service (no key replacement)
- Fuel Delivery (up to 5 gallons, cost of fuel not included)
- Winching

## ○ More information on the services available at:

- [http://usa.visa.com/personal/cards/benefits/bft\\_roadside.html?it=il|/personal/cards/benefits/bft\\_roadside.html|Roadside%20Dispatch%20](http://usa.visa.com/personal/cards/benefits/bft_roadside.html?it=il|/personal/cards/benefits/bft_roadside.html|Roadside%20Dispatch%20)

# Award Winners

## ○ Congratulations!

- Brenton Cox, ACI – Defensive Driver Award
- Heather Cole, VMO – Defensive Driver Award
- Kathleen Garland, SACS – Special Achievement
- AnnMarie Houser, ACI – Special Achievement
- Jeff Baker, VMO – Health & Fitness Award
- Luis Navarro, VMO – Health & Fitness Award

# AS ALWAYS



For goodness sake, I don't need to do  
a new risk assessment each time I cut a new tree...

REMEMBER.....

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Safety is  
**ALWAYS**  
First!